

JOB ANNOUNCEMENT

IOSHA Supervisor – Industrial Hygiene & Safety

AGENCY: Indiana Department of Labor

JOB POSTING ID: 600212

APPLY BEFORE: December 31, 2015

LOCATION: Northern or Central Indiana

HIRE SALARY: \$39,468

TO APPLY: www.careers.IN.gov

NOTE: Position will primarily supervise an assigned area of the state such as northern or central IN.

JOB DESCRIPTION

Incumbent works as an Industrial Hygiene & Safety Supervisor within the Indiana Department of Labor's (IDOL) IOSHA General Industry division. This position is an essential component of the agency, as IOSHA is responsible for safety and health regulations throughout the State of Indiana. The Supervisor is responsible for the work activity of each of his/her direct reports.

RESPONSIBILITIES

- Supervise the work of all direct reports to ensure that activities are addressed timely, accurately and appropriately;
- Screen and respond to formal and non-formal complaints, referrals, emphasis-related contact, threats of imminent danger, and fatalities and catastrophes;
- Prioritize and assign investigations to the Industrial Compliance Officer as appropriate;
- Conduct monthly onsite evaluations as well as quarterly and annual reviews/evaluations of Industrial Compliance Inspectors;
- Evaluate field and report work of the IOSHA Industrial Compliance Officer for timeliness, appropriate technical findings, errors, content, clarity of communication, etc;
- Evaluate evidence of corrective action submitted by employers;
- Prepare safety orders, penalties, and deadlines of abatements for the Division Director prior to being issued to the respondent;
- Coordinate and/or conduct necessary training for Industrial Compliance Inspectors;
- Interact with federal, state and local environmental and health agencies, and the general public in enforcement activities;
- Complete accurate and timely records and reports related to travel, work schedule and work activities.
- Interact with federal, state and local safety, environmental, and health agencies in enforcement activities;
- Refer non-Industrial Compliance-related hazards or issues to other IDOL divisions as appropriate;
- Consult with agency counsel and testify at administrative hearings and other legal proceedings; and
- Complete other duties, special projects and training as assigned.

PREFERRED EXPERIENCE

- Six (6) years of experience in Industrial Hygiene; or Bachelor degree in Industrial Hygiene or related area plus experience; or at least one (1) year of supervisory experience in Industrial Hygiene required.
- Some management or supervisory experience preferred;
- Demonstrated ability to manage and openly support change and motivate others to support change;
- Broad knowledge of training and investigative techniques relating to occupational health and safety subject matters;
- Ability to interpret and apply IOSHA regulations, consensus standards, and various practices and precedents falling within the jurisdiction of IOSHA;
- Excellent written and verbal communication skills; ability to speak in a professional and concise manner and to all levels of an organization; strong skills in the use of computers;
- Ability to maintain working cooperative relationships and ability to manage difficult situations with utmost professionalism;
- Must undergo an annual physical/medical evaluation to ensure physically able to carry out the essential functions of the position;
- Ability to carry sometimes heavy and awkward equipment, and to walk, climb, stand, crouch while carrying sampling and measuring devices and wearing protective clothing, including respirators;
- Ability to work in unpleasant and hazardous conditions, including noise and toxic chemicals, during inspections/investigations;
- Ability to maintain confidentiality;
- Valid Indiana Driver's license.